

Job details: Firefighter/EMT

Salary:

From \$60,000 a year

Job Type:

Full-time

Full Job Description

Reeves County Emergency Services District No. 1

Job Title: Fire Fighter **Districts** RCESD1

FLSA Category: Non-Exempt **Reports to:** Company Officer (Capt. / Lt.)

Division: Emergency Operations **Travel Required:** Yes (< 5%)

Salary Range: Dependent upon Qualifications **Position Type:** Full time

ROLE AND RESPONSIBILITIES

- Adheres to all ESD policies, programs, and operational SOPs on a daily basis as assigned by the Company Officer or Emergency Services Chief.
- May assist with the purchase of some ESD equipment.
- Adheres to and assists with the enforcement of rules, regulations, and procedures in accordance with federal, state industry best practices, and policies.
- Directly responsible for the operation of assigned apparatus equipment and emergency medical equipment.
- Directly responsible for safely responding to and performing assigned duties at all fire suppression incidents and other emergencies ensuring the safety of personnel and the public.
- Assists with the delivery of the Company Inspection, public safety education, and fire investigation Programs, which support the Fire Marshal.
- Participates at assigned public and ESD training and educational programs.
- Assists with assigned maintenance records and reports associated with fire, inspections, emergency medical calls, personnel, equipment, and supplies for local, state, and federal use.
- Assists with the preparation of studies, reports, and recommendations as deemed necessary by the Emergency Services Chief for ESD Administration's review and approval.
- Assists with the delivery with community, ESD Administration, and officials of other jurisdictions as deemed necessary by the Emergency Services Chief on matters related to the ESD.
- May represent the ESD as deemed by the Emergency Services Chief at local, state, and regional meetings.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The candidate is preferred to have a college degree and paramedic certification, but not required, and some ESD or municipal fire department experience. Candidate must be certified as a Basic Fire Fighter and EMT-Basic or a higher EMS level through the appropriate state agency.

PREFERRED SKILLS

Prefer candidate to have computer skills, interpersonal relations skills, and a strong belief in customer centricity.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of a variety of computer software applications, especially Microsoft Office software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Good to excellent spelling, grammar, and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality.
- Ability to operate most standard office equipment.

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Reeves County Emergency Services District No. 1

ADDITIONAL NOTES

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to a general office environment.

Reeves County Emergency Services District Nos. 1 & 2 are Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, RCESD 1 & 2 will provide reasonable accommodations to qualified employees and prospective employees with disabilities. The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to the classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment. RCESD 1 & 2 reserve the right to modify job descriptions, policies, or any other procedural documents at any time, for any reason without prior notice.

Job Type: Full-time

Pay: From \$60,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 48/96
- Holidays
- Night shift
- On call
- Weekend availability

Education:

- High school or equivalent (Preferred)

License/Certification:

- Driver's License
- EMT Certification or above
- TX Basic Fire Fighter

Work Location:

- One location

Work Remotely:

- No, One location

If interested in applying or learning more about our available positions, go to our Reeves County Emergency Service Districts Nos 1 & 2 website, located at www.reevescounty-esd.com, click on the Employment tab, then click on the "Apply" button, which will take you to our Indeed landing page. Once there, find the position you are interested in, read the job description, and follow the steps to apply.

Applications will be accepted until filled.

To learn more about the Districts and potential job opportunities please visit <https://reevescountyesd.com/> and/or contact Assistant Chief Ron Lee (432)755-6245.